



Position Title: Housing Stability Specialist

Caritas of Austin provides a service continuum for those experiencing poverty that begins with a safety net and links them to resources to achieve self-sufficiency.

We envision a community where there is respect for all individuals, hope for those experiencing poverty and opportunities for self-reliance.

At Caritas of Austin, our hope for our clients, staff, volunteers and community is demonstrated through Commitment, Equity, Respect and Support.

Caritas of Austin provides equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Position Summary

The Housing Stability Specialist provides services to low-income families and/or individuals with an ultimate goal of stabilizing them in their housing situation. This includes: determination of eligibility for housing services; assessment of needs; intensive case management; supportive services and referrals to appropriate agencies that can address client needs related to housing, income and self-care. The Housing Stability Specialist is responsible for maintaining accurate financial assistance records, service delivery records and evaluation/reporting requirements. This is a full-time position.

Essential Duties & Responsibilities

CLIENT SERVICES

- Work within Caritas of Austin programs and conduct community outreach to identify families and/or individuals who are experiencing homelessness (or at-risk of homelessness).
- Conduct screenings and determine if families or individuals meet program eligibility requirements
- Provide comprehensive case management services for diverse populations living in poverty, including people with mental health and substance abuse issues.
- Facilitate and coordinate access to mental health, substance abuse/chemical dependency, and physical health services.
- Meet regularly to assess clients' needs and provide appropriate case management to address those needs linking clients to Caritas of Austin's programs and other agency programs.
- Ensure that clients' are safe and linked to appropriate resources following any crises
- Develop and monitor individual housing services plans with a general goal of housing stability.
- Maintain a caseload of approx. 16-18 households.
- Once client is housed, 50% or more of meetings will be held within the client's home
- Ability to be flexible and provide interventions as needed during emergency situations



TARGETED COMMUNITY OUTREACH AND ENGAGEMENT

- A minimum of 10% of time will be spent on developing and maintaining relationships with groups in the local community or elsewhere that can assist with client resources.
- Prepare and conduct presentations about Caritas of Austin services in relation to housing stability program(s) to internal and external audiences.
- Be actively involved in community meetings pertaining to housing and other supportive services in the Austin/Travis area.

COLLABORATION

- Work with Caritas of Austin's Landlord Outreach Specialists and community housing programs/landlords to identify and secure safe, affordable housing for clients.
- As appropriate, work collaboratively with Caritas of Austin's Employment Specialists to link clients to employment. Research and stay informed about other employment resources.
- As appropriate, work collaboratively with Caritas of Austin's Education Specialists to link clients to education programs. Research and stay informed about other educational resources.
- Attend program collaboration meetings and training sessions, internally and externally, as requested by the supervisor.

CLIENT DATA AND RECORD KEEPING

- Manage case data by entering it in a timely manner into Service Point, the database utilized by Caritas of Austin for the Homeless Management Information System (HMIS).
- Regularly prepare and maintain accurate records and reports.

ORGANIZATIONAL SUPPORT FUNCTIONS

- Work cooperatively with all components of Caritas of Austin services.
- Engage in appropriate teamwork functions in order to provide a professional work environment and effective service delivery.
- Attend Caritas of Austin staff meetings, Housing Services Department meetings and other meetings and training sessions as required.
- Perform other duties as assigned.

Education and Licensure

Bachelor's degree required; degree in social work or related field preferred

Social work license preferred

Experience

Required: Minimum 1 year, 3 years preferred, employed as a professional case manager directly assisting low-income, diverse and underserved populations in social services agency

Strongly Preferred - Experience serving people in homelessness; dealing with substance abuse and/or mental health illnesses; and work in nonprofit field.

Knowledge of community resources and able to identify other supportive services for clients

Experience with Crisis Intervention



Language Skills

Preferred – Bilingual proficiency (English and Spanish or other language)

Computer Skills

Experience with internet, MS Office, various software, excel spreadsheets, databases

Experience with HMIS (Homeless Management Information System) helpful

Method of Contact/Inquiry/Application

Please email cover letter and resume by June 5th to: housingstabilityjobs@caritasofaustin.org

No phone calls please.

Pay Range

\$15.56 to \$17.31 per hour depending on education and experience

Benefits

Paid Time Off

Medical/Dental/Vision Insurance

Life and Disability Insurance

Paid Holidays

Retirement Plan with Employer Match

EAP (Employee Assistance Program)